



OKLAHOMA CITY COMMUNITY COLLEGE

## **NO. 5016 GRADE CHANGES**

### **1.0 PROCESS FOR COMPLETING A GRADE CHANGE**

The process by which an instructor may change a student's grade is as follows:

- 1.1 An instructor may initiate a grade change by completing the Request for Grade Change form available from the division office.
- 1.2 The instructor must explicitly state the reason for the change on the form and submit it to the division office.
- 1.3 The division dean must approve the change before it is forwarded to the Registrar's Office for processing and inclusion in the student's academic record.
- 1.4 A copy indicating action taken will be returned to the appropriate academic division.
- 1.5 Grade change requests will be granted up to one year from the end date of the course.

Effective: 01-02-1991

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